



## **CITY OF BRAWLEY JOB ANNOUNCEMENT**

**DEPARTMENT:** Parks & Recreation

**POSITION:** Recreation Coordinator

**SALARY:** \$3,959.34 per month  
Range 24 Step 1

**EXAM TYPE:** Oral Interview

**DUTIES:** See job description

**MINIMUM:** College degree from an accredited college or university with a degree in Recreation or related field; Two (2) years of experience in recreational programs OR  
A combination of education, experience, training that would likely provide the knowledge, skills, and abilities required to perform the duties of the position. Must have a valid California Driver's License. First Aid and CPR card preferred

**APPLY TO:** City of Brawley  
Personnel – City Administration Offices  
383 Main Street  
Brawley, CA 92227  
(760) 351-3057

**APPLY BY:** February 25, 2022

*(If you are interested in applying, please contact the City of Brawley at (760) 351-3057.)*



## **CITY OF BRAWLEY**

**CLASS TITLE:** Recreation Coordinator – Parks and Recreation Department

### **BASIC FUNCTION**

Under the direction of the Parks and Recreation Manager, the Recreation Coordinator directs, plans, and coordinates recreation activities within the department.

### **REPRESENTATIVE DUTIES**

- Coordinates and supervises recreation personnel in the implementation of programs
- Coordinates the assignment of work for employees, volunteers, and participants in workability programs
- Receives and reviews time sheets, invoices for payment, reports and data submitted to field staff
- Arranges schedules for different youth and adult programs
- Maintains program records and prepares status and activity reports as requested
- Procures and manages supplies, material and equipment for the division
- Performs a wide variety of administrative staff work
- Responsible for the website content and updates regularly
- Attends meetings, community and professional functions as assigned
- Answers questions and provides information; investigates and resolves complaints

### **OTHER DUTIES:**

Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES**

- Knowledge of supervisory techniques of recreation program planning and implementation
- Knowledge of modern office procedures, methods and computer equipment
- Knowledge of recreation needs of the community
- Knowledge of English usage, spelling, grammar, punctuation and basic mathematics
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public
- Ability to communicate effectively, both verbally and in writing
- Ability to assist in budget development and administration
- Ability to organize, coordinate, and direct recreational activities
- Ability to perform supervisory tasks including training employees and procedures
- Ability to oversee facility operations
- Ability to establish and maintain accurate records

### **EDUCATION AND EXPERIENCE**

- College degree from an accredited college or university with a degree in Recreation or related field
- Two (2) years of experience in recreational programs

OR

- A combination of education, experience, training that would likely provide the knowledge, skills, and abilities required to perform the duties of the position
- Must have a valid California Driver's License
- First Aid and CPR card preferred

### **WORKING CONDITIONS**

#### **ENVIRONMENT**

- Work will be performed in an indoor recreation or office environment as well as outdoor recreation environments
- Work schedule may be irregular and may include weekends, some holidays and response to off duty calls
- Work may occur on slippery or uneven surfaces

#### **PHYSICAL DEMAND**

- May be required to stand for long periods of time
- May be required to climb, stoop, kneel or crouch